#### UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250 **Notice FI-3194** 

For: State and County Offices

## NRRS Remittance, Receipt, and Schedule of Deposit Changes

Vandau Shompson

Approved by: Associate Administrator for Operations and Management

#### 1 Overview

#### A Background

NRRS has been modified to require a remittance record for each financial instrument; such as, check, wire, money order, etc. A remittance record can have multiple receipts. The remittance **must** be created first **before** the receipts can be applied, similar to cash functionality on legacy System 36. The remittance and receipts (or refunds) **must** be in balance **before** schedule of deposit can be prepared. One remittance can contain multiple types of receipts; for example, FSFL, FLP, and Farm Program.

## **B** Purpose

This notice provides instructions on NRRS remittance, receipt, and schedule of deposit changes for:

- creating remittances and receipts
- adjusting remittances and receipts
- preparing refunds
- deleting remittances
- how to add remarks and view history
- how to print and view details
- preparing and verifying deposits
- dishonor remittances
- remittance and receipt corrections (activate, adjust, or deactivate).

Disposal Date	Distribution
August 1, 2014	State Offices; State Offices relay to County Offices

# 1 Overview (Continued)

# **C** Contacts

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

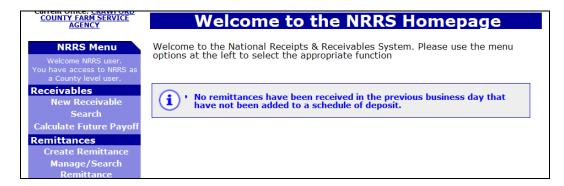
Issues	Contact							
Software	Contact the National Help Desk at 800-255-2434 or 816-926-1552.							
	Note: Select option:							
	• "1" for problems with NRRS							
	• "2" for password reset							
	• "3" for hardware and other software.							
Policy	Contact Veronica Richardson by either of the following:							
	• e-mail at veronica.richardson@wdc.usda.gov							
	• telephone at 202-772-6029.							
Operational	Contact Robin Jones by either of the following:							
	• e-mail at robin.jones@kcc.usda.gov							
	• telephone at 816-926-1613.							
	Contact Carrie Miller by either of the following:							
	e-mail at carrie.miller@kcc.usda.gov							
	• telephone at 816-926-2853.							
	Contact Stephen Yulich by either of the following:							
	• e-mail at stephen.yulich@kcc.usda.gov							
	• telephone at 816-926-6453.							
FLP	Contact Tamara Wilson by either of the following:							
	e-mail at tamara.wilson@wdc.usda.gov							
	• telephone at 202-690-4012.							
FLP	Contact Lisa Randolph by either of the following:							
	• e-mail at lisa.randolph@stl.usda.gov							
	• telephone at 314-679-6851.							

## 2 How to Create Remittances and Receipts

## A Accessing the Welcome to NRRS Homepage

To access the Welcome to NRRS Homepage:

- go to FSA's Intranet Homepage at http://fsaintranet.sc.egov.usda.gov/fsa
- under "Resources", CLICK "FSA Applications"
- scroll down and under "Financial Services", CLICK "Financial Applications"
- on the FSA Intranet Financial Applications Screen, CLICK "National Receipts and Receivables System" and the following Welcome to the NRRS Homepage will be displayed



- under "Remittances", CLICK "Create Remittance"
- the following Create Remittance Screen will be displayed.

Create Remittance	
Remittance Amount: \$ 0	
Effective Date: (mm/dd/yyyy) 10/23/2013	
Remitter Name:   ③	
Remittance Type: Select Remittance Type   ▼ ②	
Check/Item Number:   ③	
Tax ID:  Tax ID Type: Select ID type  Search  Acct Cust ID Customer Name Producer Source No customers found.  Submit Reset Cancel	
NRRS-Web-7.0.0-SNAPSHOT	

## **2** How to Create Remittances and Receipts (Continued)

## **B** Creating a Remittance

In this example, create a remittance to record the financial instrument received from the remitter. The remitter is the individual who renders the financial instrument. The remittance recorded is Check Number 4657 for \$10,000 received on November 26, 2013.

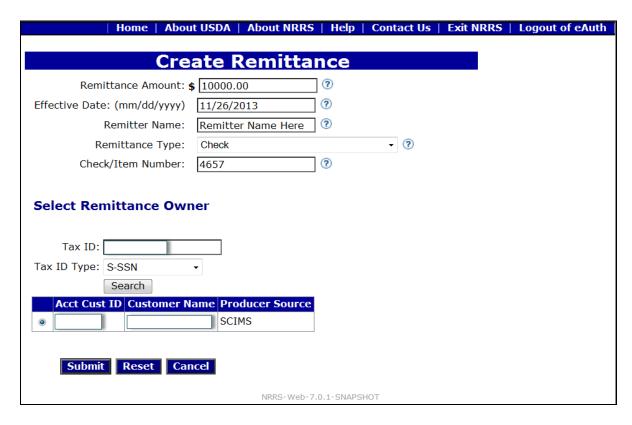
Step	Action				
1	In "Remittance Amount" field, enter the total dollar amount of the instrument.				
2	In "Effective Date" field, the effective date is the date the check was received.				
3	In "Remitter Name" field, enter the customer's name that rendered the check.				
4	In "Remittance Type" field, select 1 of the following from the drop-down list:				
	• "Check"				
	• "Cashiers Check"				
	• "Money Order"				
	• "Jointly Issued Check".				
5	In "Check/Item Number" field, enter the check or item number.				



## **B** Creating a Remittance (Continued)

Next, enter tax ID (example, 123456789) of the remitter and select the applicable tax ID type from the drop-down list. CLICK "**Search**". The following screen will display that the customer has been located in SCIMS.

**Note:** The remittance tax ID shall be a valid tax ID with an established Legacy Link in SCIMS for that county. The CCC tax ID should **only** be used if the customer's tax ID is **not** in SCIMS and **cannot** be added to SCIMS.



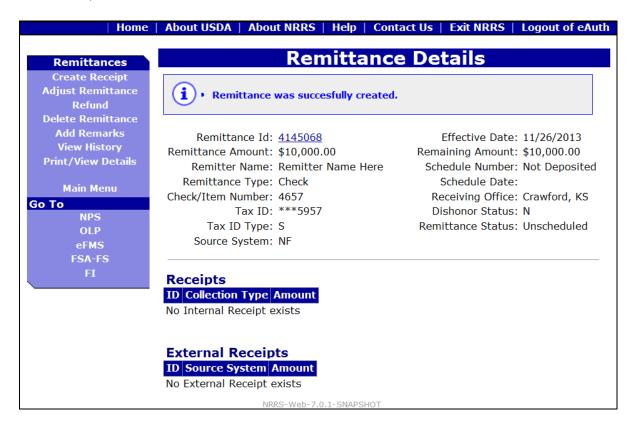
Under "Acct Cust ID Customer Name and Producer Source", click applicable radio button and CLICK "**Submit**". The Remittance Creation Confirmation Screen will be displayed. CLICK "**Confirm**".

Home   About USDA   About	t NRRS   Help   Contact Us   Exit NRRS   Logout of eAu
Remittance Creation	n Confirmation
Remittance Creation	II COIIII III ation
Remittance Amount: \$10,000.00	Effective Date: 11/26/2013
Remitter Name: Remitter Name Here	
Remittance Type: Check	Tax ID:
Check/Item Number: 4657	Tax ID Type: S
Confirm Back Cancel	
NRR:	S-Web-7.0.1-SNAPSHOT

## **B** Creating a Remittance (Continued)

The Remittance Details Screen will be displayed with a message that the remittance was successfully created for the customer.

Users can, for example, under "Remittances", CLICK "Create Receipt" to create a receipt for the \$10,000 collection from the remitter.



## C Creating a Receipt

To create a receipt for the deposit, from the Welcome to the NRRS Homepage (subparagraph A), under "Remittances", CLICK "Manage/Search Remittance". After the Remittance Details Screen is displayed, under "Remittances", CLICK "Create Receipt". In this example, enter remittance ID "4145068". The Create New Receipt Screen will be displayed.

Enter the collection amount that **must** be less than or equal to the remittance amount. Select the applicable "Collection Type" from the drop-down list, enter the customer tax ID, and select the applicable tax ID type from the drop-down list. CLICK "**Search**".



## C Creating a Receipt (Continued)

On the Enter Price Support Program Information Screen, enter program code, select applicable State/County from the drop-down list, enter applicable loan number, and CLICK "Submit".

**Note:** Screen prints are examples. Actual inputs will vary.



The Create New Receipt Screen will be displayed. CLICK "**Submit**". Under "Acct Cust ID Customer Name Producer Source", click applicable radio button and CLICK "**Submit**".



## C Creating a Receipt (Continued)

The Confirm Receipt Creation Screen will be displayed. CLICK "Confirm".



## C Creating a Receipt (Continued)

The Receipt Successfully Recorded Screen will be displayed. If the receipt has successfully recorded, CLICK "**Print Receipt**".

**Note:** This receipt displays the receipt and remittance ID numbers.

H	ome   Abou	it USDA	About NF	RRS   Hel	Contac	ct Us	Exit NRRS	Logout of eAuth		
Red	ceipt S	ucce	ssfull	v Rec	orded	1				
Receipt ID 4037				, IXC		-				
Receipt 1D 4037	U12 was suc	cessiumy	created.							
Remittance I	nformatio	n								
	ance Id: 4145			Ren	ittance Typ	pe: Che	ck			
	nce Amount: \$10,000.00 Check/Item Number: 4657									
	Effective Date: 11/26/2013 Source System: NF									
	Name: Rem	•	e Here		,					
	Tax ID:									
Tax I	D Type: S									
Receipt Deta	ils									
Collection Amoun	t: \$10,000.0	0								
	D: [	7								
Borrower ID Typ	e: S									
Collection Typ	e: Price Supp	ort Farm	Storage Fac	cility Loans						
Receipt Date Time	e: 11/26/201	3 11:02	_	•						
·										
Receivable Ba										
Recv ID Orig St		DCIA St			Due Date					
3603018 20	037	Not Ref	erred	11/	6/2013					
					est Principa					
	Current Bal	T -	10,000.00		00 \$10,000					
	Monies App		0,000.00 \$		00 \$10,000					
	Resulting B	alance	\$0.00 \$	0.00 \$0	00 \$0	0.00				
Print Receipt										
T Time Receipt										
			NDDC 144	ab 7.0.1 CN/	CLIOT					
			NKK5-W	eb-7.0.1-SN/	YORU I					

## **3** How to Manage and Search Remittances

## A Adjusting Remittance

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". In the Manage/Search Remittances Screen, under "Unscheduled Remittances", click applicable "Remittance Id" link or use the search area.

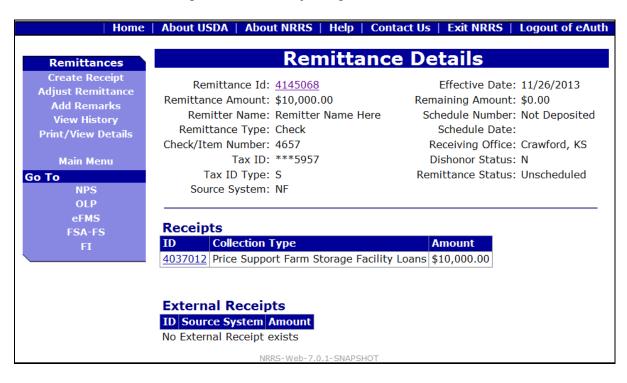
**Note:** Unscheduled remittances are remittances **not** on a schedule of deposit yet. Active remittances are on a verified schedule of deposit.

CLICK "Search".

	Home   /	About USDA	About NRRS	Help   Cont	tact Us   Exit	NRRS   Logout of e
						_
	Manag	e/Searc	ch Remi	ttance	S	
	uled Remit	tances				_
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:	
4145068	Remitter Name Here	4657	\$10000.00	\$10000.00	\$0.00	
	emittances					
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:	
4142068	Remitter Name Here	54317	\$1373.52	\$1373.52	\$0.00	
4058067	Samuel Penne	772622	\$100.00	\$100.00	\$0.00	
Search						
Re	ceipt ID:					
Remit	tance Id:		$\exists$			
	Tax ID:		Ħ			
Tax	ID Type: Sele	ct ID type	_			
Check/Item		3,1-3,1-11	$\neg$			
Search	Reset					
			NRRS-Web-7.0.	1-SNAPSHOT		

## **A Adjusting Remittance (Continued)**

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "Adjust Remittance". In this example, the user is adjusting remittance ID "4145068".



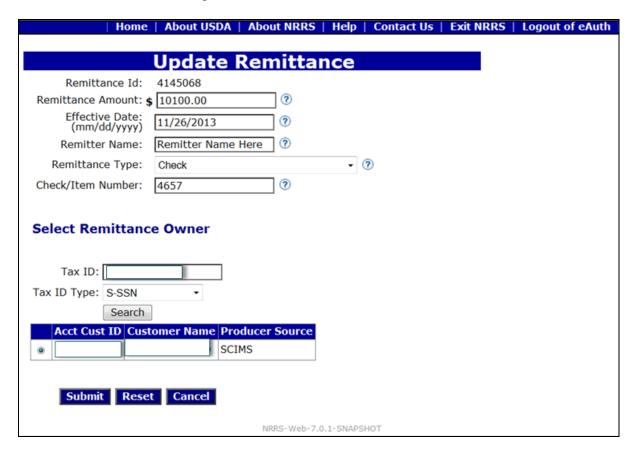
## **3** How to Manage and Search Remittances (Continued)

## **A Adjusting Remittance (Continued)**

The Update Remittance Screen will be displayed. The following fields can be adjusted:

- "Remittance Amount"
- "Effective Date"
- "Remitter Name"
- "Remittance Type"
- "Check/Item Number"
- "Tax ID"
- "Tax ID Type".

CLICK "Submit" after changes are made.



## A Adjusting Remittance (Continued)

The Remittance Adjust Confirmation Screen will be displayed. CLICK "Confirm".



The Remittance Details Screen will be displayed.



#### **B** Refund Overview

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". The Manage/Search Remittances Screen will be displayed. Under "Unscheduled Remittances", click applicable "Remittance Id" link that will have a refund. The Remittance Details Screen will be displayed (subparagraph A). Under "Remittances", CLICK "Refund". The Refund Remaining Remittance Amount Screen will be displayed.

In this example, the refund amount of \$100 has been created. If there is an alternate payee, CLICK "Yes", otherwise CLICK "No". If a refund is due the customer, warehouse, and/or another lender, CLICK "Yes" in the "Alternate Payee" field. This sends a payable to Manual Handling in NPS for adding the additional payee to the payable. The user **must** enter remarks in the "Remarks" field. CLICK "Confirm".

**For FLP Refunds:** A refund receipt will be created for the remaining portion of the remittance. Under "Remittances", CLICK "**Refund**", for "Alternate Payee", CLICK "**Yes**". In "Remarks", enter the recipient's full name, correct address, and a brief description of why the refund is being issued.

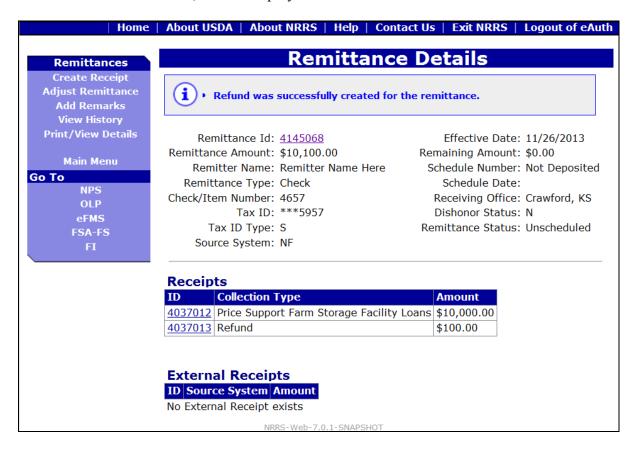
#### **Important:**

Screen print the page **before** proceeding, and then CLICK "**Confirm**". Provide a copy of this screen to the Farm Program staff for further processing of the alternate payee refund in NPS. Verify that the Remaining Amount is \$0.00 and that the receipts for the farm loan and refund reflect the correct amounts. If all is correct, then the remittance is complete.

	g Remittance Amount
Remittance Id: 4145068	Effective Date: 11/26/2013
Remittance Amount: \$10,100.00	Remaining Amount: \$100.00
Remitter Name: Remitter Name H	
Remittance Type: Check	Schedule Date:
heck/Item Number: 4657	Receiving Office: Crawford, KS
Tax ID: ***5957	Dishonor Status: N
Tax ID Type: S	Remittance Status: Unscheduled
Source System: NF	
	- 1
Rema	urks (limit 255 characters):
Rema This is an overpayment refund d	

#### **B** Refund Overview (Continued)

The Remittance Details Screen will be displayed. The message, "Refund was successfully created for the remittance.", will be displayed.



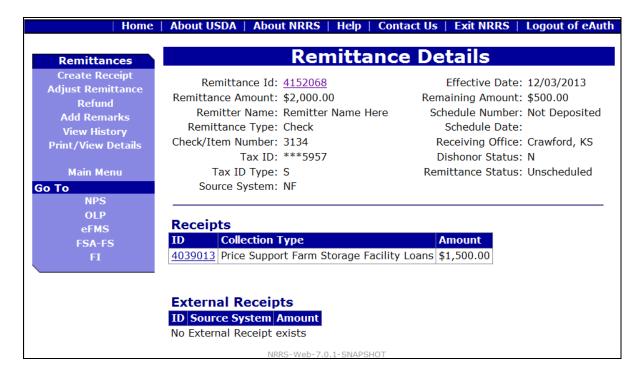
#### C Refunds More Than \$9.99

If the remaining amount on the Manage/Search Remittances Screen should be refunded and is over \$9.99, follow the screens in this subparagraph. The Remittance Details Screen will be displayed.

**Notes:** A Miscellaneous Income receipt shall **not** be created for FLP remittances. All funds associated with FLP remittances should be applied to the borrower's loan with a Farm Loan receipt or refunded to the borrower through the Alternate Payee process.

County Offices shall follow 8-LP, subparagraph 745 F for procedure on refunding excess money received from a buyer for a MAL repayment. The "Alternate Payee" option is to be used for refunding to the buyer.

Under "Remittances", CLICK "Refund".



## **3** How to Manage and Search Remittances (Continued)

## C Refunds More Than \$9.99 (Continued)

The Refund Remaining Remittance Amount Screen will be displayed.

**Note:** The refund will be created for the difference between the remittance and receipts. The refund will go to the remitter. If the refund should go to someone else, select "Yes" in the "Alternate Payee" field.

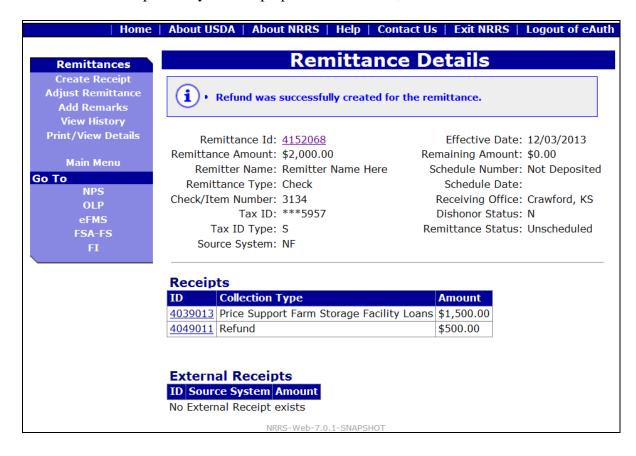
CLICK "Confirm".

Home	About USDA	About NRRS	Help	Contact Us	Exit NRRS	Logout of eAuth		
<b>Refund Re</b>	maining	Remitta	ance	Amou	nt			
Remittance Id: 41	152069	Eff	octivo D	ate: 12/03/20	12			
	13							
•	ttance Amount: \$2,000.00 Remaining Amount: \$500.00							
Remittance Type: Cl	Remitter Name: Remitter Name Here Schedule Number: Not Deposited Schedule Date:							
neck/Item Number: 31				ace. fice: Crawford,	KC			
Tax ID: **			onor Sta		, N3			
Tax ID Type: S	3937			tus: IV tus: Unschedi	ulod			
Source System: N	F	Keiliitti	unce sta	tus. Unstilleut	iieu			
Source System. N	Г							
refund for the remai	ining remittance	amount of \$50	0.00 wi	ll be created.				
		Alternate I	Pavee?	. V N	1-			
		Accinace	ayee.	⊚ Yes ⊚ N	10			
	Romark	s (limit 255 chai	actore).					
	Keillaik	.5 (IIIIIIC 255 CHAI	acters).					
			^					
Canfirm								
Confirm Cancel								

## C Refunds More Than \$9.99 (Continued)

The Remittance Details Screen will be displayed with the message, "Refund was successfully created for the remittance."

The schedule of deposit may now be prepared and verified, which will create the refund.



## **3** How to Manage and Search Remittances (Continued)

## D Refunds Less Than \$10

Amounts under \$10 are **not** refunded to the customer unless they request the refund. A Miscellaneous Income receipt shall be created for the small amount.

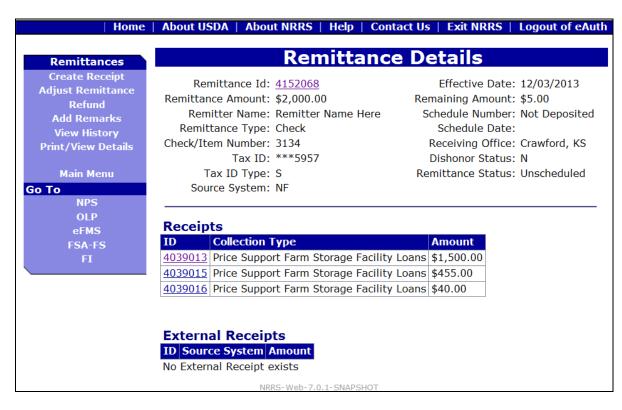
On the Welcome to the NRRS Homepage (subparagraph H), under "Remittances", CLICK "Manage/Search Remittance". The Manage/Search Remittances Screen will be displayed.

Under "Unscheduled Remittances", click applicable "Remittance Id" link.

	Home	About USDA	About NRRS	Help   Con	tact Us   E	xit NRRS	Logout of eAuth
	Manag	ge/Sear	<u>ch Remi</u>	ttance	S		
Unschedu	led Remi						
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remainin Amount:	g	
4152068	Remitter Name Here	3134	\$2000.00	\$1995.00	\$5.00		
	•						
Active Re	Mittance: Remitter	S Check/Item	Remittance	Receipt	Remainin	a	
Id:	Name:	Number	Amount:	Amount	Amount:	y	
						_	
Search							
Rec	eipt ID:						
Remitta	nce Id:						
	Tax ID:		$\overline{}$				
Tax I	D Type: Sel	ect ID type •					
Check/Item N	lumber:						
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#### D Refunds Less Than \$10 (Continued)

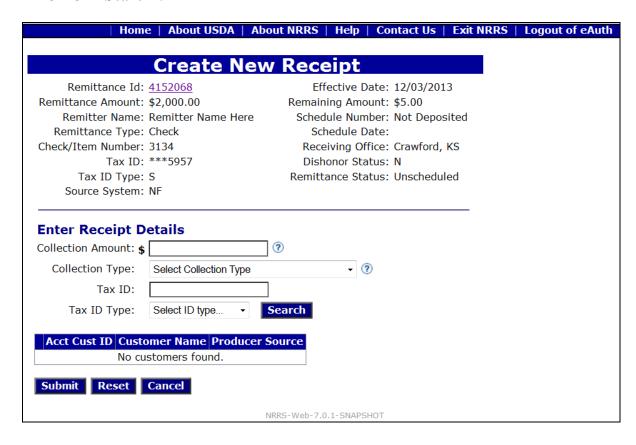
The Remittance Details Screen will be displayed. Under "Remittances", CLICK "Create Receipt".



#### D Refunds Less Than \$10 (Continued)

The Create New Receipt Screen will be displayed. Do the following:

- enter the collection amount (under \$10) in the "Collection Amount" field
- select "Direct Sales" from the "Collection Type" drop-down list
- enter the tax ID for the remitter in the "Tax ID" field
- select the tax ID type for the remitter from the "Tax ID Type" drop-down list
- CLICK "Search".



## **3** How to Manage and Search Remittances (Continued)

## D Refunds Less Than \$10 (Continued)

The customer information will be displayed in the Create New Receipt Screen. Under "Acct Cust ID Customer Name Producer Source", click applicable radio button and CLICK "Submit".

Home	e   About USDA	About NRRS	Help	Contact Us	Exit NRRS	Logout of eAuth
	Create N	ew Rece	taie			
Remittance Id:				ate: 12/03/201	3	
Remittance Amount:				unt: \$5.00	.5	
	Remitter Name Her		_	per: Not Depo:	sited	
Remittance Type:			nedule Da	•	siteu	
Check/Item Number:				ice: Crawford,	KS	
•	***5957		onor Stat		KS	
Tax ID Type:				tus: Unschedu	led	
Source System:		Keimico	ance stat	us. Onschedu	ieu	
Source System.	IVI					
Enter Receipt D	etails					
Collection Amount: \$	5.00	?				
Collection Type:	Direct Sales	<del></del>	· ?	)		
Tax ID:						
Tax ID Type:	S-SSN -	Search				
Acct Cust ID Cu	stomer Name Prod	ducer Source				
	SCIN	4S				
	, 0021					
Submit Reset	Cancel					
- Itayst						
		NRRS-Web-7.0	.1-SNAPSH	IOT		

## D Refunds Less Than \$10 (Continued)

The Enter Direct Sales Program Information Screen will be displayed.

Home	About USDA   About NRRS   Help   Contact Us   Exit NRRS   Logout of eAuth
Enter Dire	ct Sales Program Information
Program Code:	Select Program Code ▼ ⑦
Select State / County:	Select an Originating State/County • ①
Submit Back Re	eset Cancel
	NRRS-Web-7.0.1-SNAPSHOT

## From the:

- "Program Code" drop-down list, select "MISCINC"
- "Select State / County" drop-down list, select applicable State/county.

## CLICK "Submit".

Home	About USDA   A	About NRRS	Help	Contact Us	Exit NRRS	Logout of eAuth
Enter Dire	ct Sales P	rogran	<u>n Inf</u>	<u>ormati</u>	on	
Program Code:	MISCINC	• ?				
Select State / County:	20 KS - 037 Crawford	•	?			
Submit Back F	leset Cancel					
		NRRS-Web-7.0	).1-SNAPS	НОТ		

- **3** How to Manage and Search Remittances (Continued)
  - D Refunds Less Than \$10 (Continued)

The Confirm Direct Sale Screen will be displayed. Review content and CLICK "Confirm"

Home   About USDA	About NRRS   He	p   Contact Us	Exit NRRS	Logout of eAuth
Confirm	Direct Sale	e		
Receipt Details Collection Amount: \$5.00 Responsible Remitter ID: Remitter ID Type: S Collection Type: Direct Sales				
Program Information Program Code: MISCINC-MISCELLANEOU	S INCOME			
Program Amount: \$5.00  Confirm Back Cancel				
	NRRS-Web-7.0.1-SN	APSHOT		

## D Refunds Less Than \$10 (Continued)

The Receipt Successfully Recorded Screen will be displayed. CLICK "**Print Receipt**" to print the receipt for records. Now that the remittance is in balance, the schedule of deposit can be prepared and verified.

I	lome   Abo	out USDA	About NRR	6   Help	Contact Us	6   Exit NRRS	Logout of eAuth
Re	<u>ceipt S</u>	Succes	ssfully	Reco	rded		
Receipt ID 4039	<u>017</u> was su	uccessfully	created.				
Remittance 1	Informati	ion					
	ance Id: 41			Remitta	ance Type: (	Check	
Remittance /					m Number:		
	/e Date: 12/			Sourc	ce System: I	NF	
Remitte	r Name: Rei	mitter Name	Here				
	Tax ID:						
Tax 1	ID Type: S						
Receipt Deta	ile						
Collection Amoun							
Borrower I		_					
Borrower ID Typ		_					
Collection Typ		ales					
Receipt Date Tim							
	,,						
Receivable B Recv ID Orig S			us Receiva	ble Due Da	ate		
3612022 20	037	Not Refer		/03/2013	utc		
		To	tal Fees Int	<u> </u>	rinal		
	Current Ba				5.00		
	Monies Ap				5.00		
	Resulting	Balance \$0.	00 \$0.00	\$0.00 \$0	0.00		
Print Receipt							
- America apr							
			NRRS-Web-	7.0.1-SNAPSH	IOT		

#### **E** Deleting a Remittance

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". The Manage/Search Remittances Screen will be displayed. Under "Unscheduled Remittances", click applicable "Remittance Id" link. The Remittance Details Screen will be displayed. Under "Remittances", CLICK "Delete Remittance". The Confirm Delete Remittance Screen will be displayed.

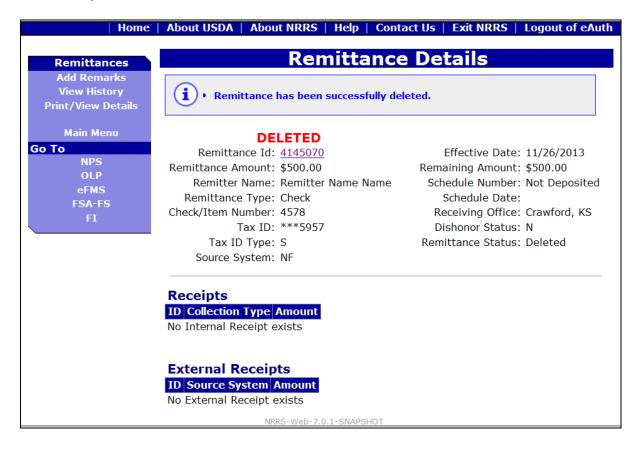
CLICK "Submit".

**Note:** County Offices can delete a remittance before the schedule of deposit is prepared. A remittance **cannot** be deleted if there are receipts attached to that remittance.



## **E** Deleting a Remittance (Continued)

The Remittance Details Screen will be displayed with the message, "Remittance has been successfully deleted."



## **3** How to Manage and Search Remittances (Continued)

## F Adding Remarks

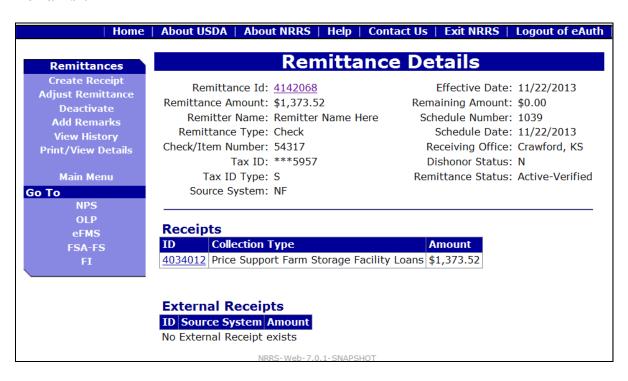
From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". On the Manage/Search Remittances Screen, under "Unscheduled Remittances", click applicable "**Remittance Id**" link to add remarks.

CLICK "Search".

Name Here		Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
tive Remittances  nittance Remitter Check/Item Remittance Receipt Remaining	5069		8413	\$3535.13	\$0.00	\$3535.13
ctive Remittances mittance Remitter Check/Item Remittance Receipt Remaining Mame: Number Amount: Amount	<u>45068</u>		4657	\$10100.00	\$10100.00	\$0.00
068 Remitter Name Here 54317 \$1373.52 \$1373.52 \$0.00	068		54317	\$1373.52	\$1373.52	\$0.00
Manuel Manuel Amount Amount	emittance 1:	Remitter	Check/Item		Receipt	Remaining Amount:
42008 Name Here 54317 \$1373.52 \$1373.52 \$0.00				1	1	1
58067     772622     \$100.00     \$0.00	28067		//2622	\$100.00	\$100.00	\$0.00
	rch	ciat ID.		$\neg$		
	Dan					
Receipt ID:			8067	$\neg$		
Receipt ID: Remittance Id: 4058067	Remitta	ance Id: 4058	8067			
	Remitta	ance Id: 4058				

## F Adding Remarks (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "Add Remarks".



The Add Remarks to Remittance Screen will be displayed. Add remarks and CLICK "Submit".

Home   About USDA   About NRRS   Help   Conta	act Us   Exit N	RRS   Logout of eAuth
Add Remarks to Remittance		
Remittance Id: 4142068		
Remarks (limit 255 charact	ers):	
Customer made payment two weeks early.	A	
	~	
Submit Reset Cancel		
NRRS-Web-7.0.1-SNAPSHOT		

## F Adding Remarks (Continued)

The Confirm Remittance Remarks Adjustment Screen will be displayed. CLICK "Submit".

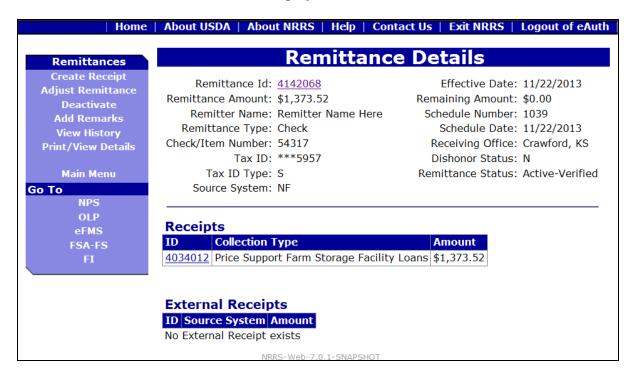


The Remittance Successfully Updated Screen will be displayed. CLICK "Remittance ID" link.



## F Adding Remarks (Continued)

The Remittance Details Screen will be displayed.



## **G** View History

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". From the Manage/Search Remittances Screen, search for the remittance to view the history. The remittance history can be viewed for all receipts. To search for a remittance, under "Unscheduled Remittances" or "Active Remittances", click applicable "Remittance Id" link. The remittance history can be viewed for all receipts.

Alternatively, the user can select the "Search" option and will enter information in 1 of the following fields:

- "Receipt ID"
- "Remittance Id"
- "Tax ID"
- "Tax ID Type" (select from the drop-down list)
- "Check/Item Number".

CLICK "Search".

	Home   /	About USDA   /	About NRRS	Help   Cont	act Us   Exit
	Manag	e/Searc	sh Pomi	ttanco	
	Mallay	e/Sear	III KEIIII	LLance	•
Inechedu	led Remit	tances			
Remittance d:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
145069	Remitter Name Here	8413	\$3535.13	\$0.00	\$3535.13
145068	Remitter Name Here	4657	\$10100.00	\$10100.00	\$0.00
			<u>'</u>	<u>'</u>	
	mittances		п		
Remittance [d:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
1142068	Remitter Name Here	54317	\$1373.52	\$1373.52	\$0.00
<u> 4058067</u>		772622	\$100.00	\$100.00	\$0.00
			'		
Search					
	eipt ID:		$\neg$		
Remitta	nce Id:				
	Tax ID:		$\exists$		
Tax II	D Type: Sele	ct ID type ▼			
heck/Item N	lumber:				
Search	Reset				

## **3** How to Manage and Search Remittances (Continued)

# **G** View History (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "View History".

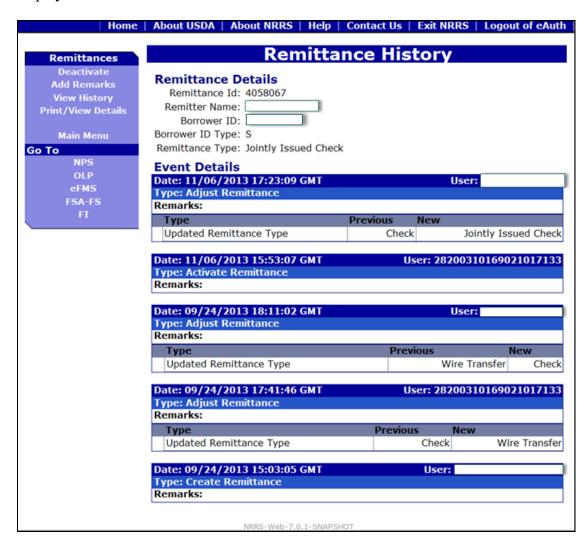
Home	About USDA   About NRRS	Help   Contact U	s   Exit NRRS	Logout of eAuth			
	_						
Remittances	Remittance Details						
Create Receipt Adjust Remittance Deactivate Add Remarks View History Print/View Details Main Menu	Remittance Id: 405806 Remittance Amount: \$100.00 Remitter Name: Remittance Type: Jointly I Check/Item Number: 772622 Tax ID: Tax ID Type: S	Re Ssued Check	Effective Date: emaining Amount: Schedule Number: Schedule Date: Receiving Office: Dishonor Status: emittance Status:	\$0.00 1034 09/27/2013 Crawford, KS N			
Go To	Source System: NF						
NPS							
OLP	Receipts						
eFMS	ID Collection Type		Amount				
FSA-FS FI	4020013 Farm Loan		\$5.00				
	4020016 Refund		\$74.00				
	4021013 Price Support Farm S	Storage Facility Loans	•				
	4021014 Price Support	torago racine, Louis	\$11.00				
	External Receipts  ID Source System Amount  No External Receipt exists  NRRS-Web-7.	0.1-SNAPSHOT					

#### **G** View History (Continued)

From the Welcome to the NRRS Home Page (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". The Manage/Search Remittance Screen will be displayed. Users can select the "Search" option and will enter information in 1 of the following fields:

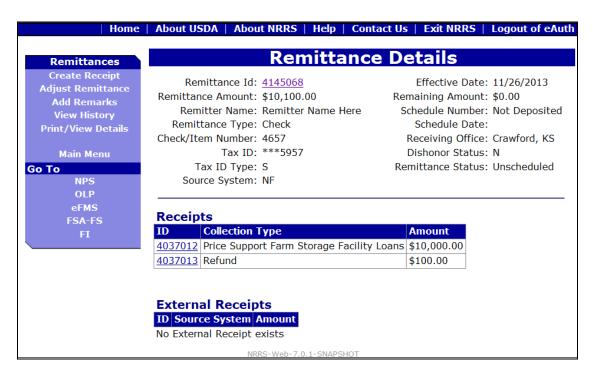
- "Receipt ID"
- "Remittance Id"
- "Tax ID"
- "Tax ID Type" (select from the drop-down list)
- "Check/Item Number".

CLICK "**Search**". The Manage/Search Remittances Screen will be displayed with the search results. Click the applicable "Remittance ID" link. The Remittance History Screen will be displayed. CLICK "**Remittance ID**" link.

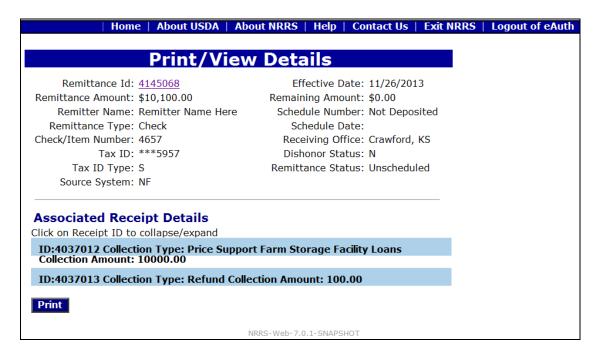


#### **H** Print/View Details

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Print/View Details**".



The Print/View Details Screen will be displayed. CLICK "**Print**" to print the Print/View Details Screen.



#### 4 Schedule of Deposits

## **A** How to Prepare Deposits

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Deposits", CLICK "**Prepare Deposit**". The Prepare Schedule of Deposit Screen will be displayed. From the "Remittance Type" drop-down list, select 1 of the following:

- "Check/OTC-Net"
- "Cash and Coin"
- "Centralized Cotton Redemption".

**Notes:** The "Manual schedule of deposit" option has been removed. All corrections shall be made by activating the schedule of deposit and correcting the error. See subparagraph 5 B for more details.

If the remittance has not yet been placed on a schedule of deposit, the user in the owning office is allowed to change any attribute of a remittance, provided there are no external receipts associated with the remittance. External receipts are a future enhancement to NRRS.

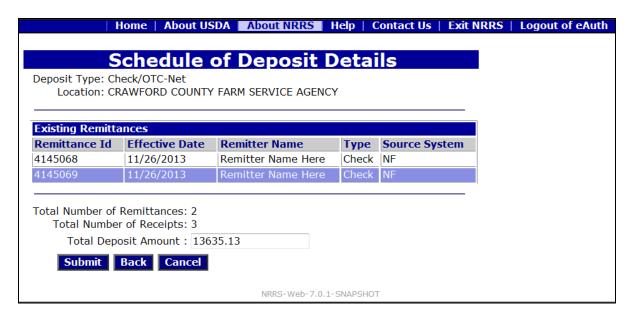
#### CLICK "Submit".



#### 4 Schedule of Deposits (Continued)

#### **A** How to Prepare Deposits (Continued)

The Schedule of Deposit Details Screen will be displayed. In the "Total Deposit Amount" field, enter the total deposit amount. In this example, the deposit amount is \$13,635.13. CLICK "**Submit**".



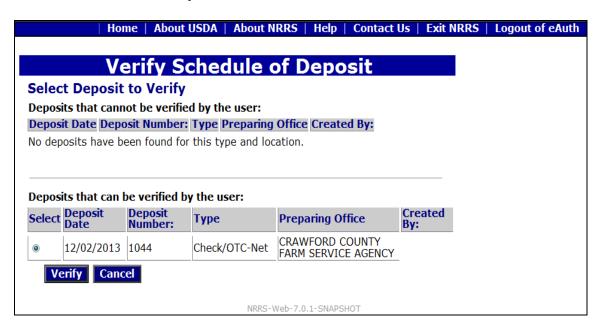
The Schedule of Deposit Success Screen will be displayed. CLICK "Print CCC-257".



#### 4 Schedule of Deposits (Continued)

## **B** How to Verify Deposits

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Deposits", CLICK "Verify Deposit". The Verify Schedule of Deposit Screen will be displayed. CLICK "radio button" and CLICK "Verify".



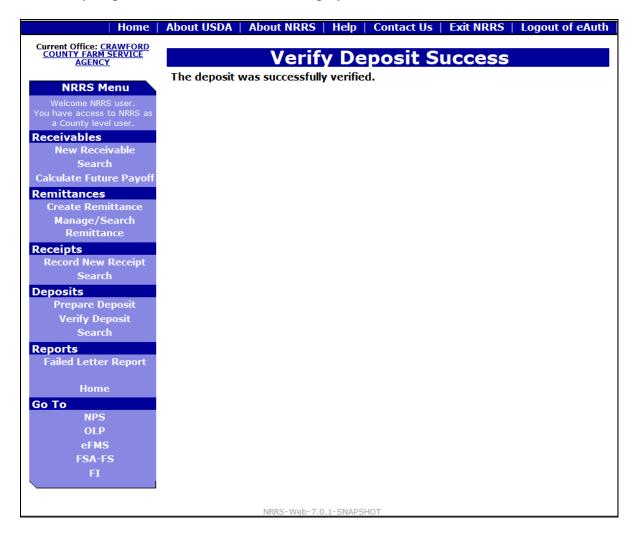
The Confirm Verify Schedule of Deposit Screen will be displayed. In the "Verify Deposit Amount" field, enter the verify deposit amount and CLICK "Verify".

Home	About USDA	About NRRS	Help	Contact Us	Exit NRRS	Logout of eAuth
Confirm	Verify S	chedule	of I	Deposit		
Deposit Number: 1044	FORD COUNTY F. FORD COUNTY F. /OTC-Net	ARM SERVICE AG	SENCY			
Verify Deposit Amount:	\$ 13635.13					
		Remarks (lir	mit 255	characters):		
				·		
Verify Reset	Cancel					
		NRRS-Web-7.0	.1-SNAPS	НОТ		

## 4 Schedule of Deposits (Continued)

## **B** How to Verify Deposits (Continued)

The Verify Deposit Success Screen will be displayed.



# 5 Remittance and Receipt Modification Process

#### A How to Dishonor a Remittance

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". The Manage/Search Remittances Screen will be displayed. Enter 1 of the following:

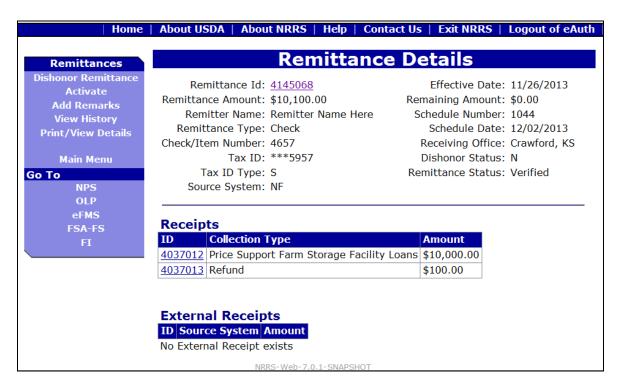
- receipt ID
- remittance ID
- tax ID
- tax ID type (select from the drop-down list)
- check/item number.

In this example, remittance ID "4145068" is entered in the "Remittance Id" field. CLICK "**Search**". The Manage/Search Remittances will be redisplayed with search results. Under "Search Results", click applicable "**Remittance Id**" link.

	Mana	ge/Sea	rch Re	mitta	nces	
	ed Remi		n			
nittance	Remitter Name:	Check/Item Number	Remittai Amount:			maining lount:
	nittance		Domitto	na Da	osint De	
nittance	Remitter Name:	Check/Item Number	n Remittai Amount:			maining lount:
rch						
Rece	eipt ID:					
Remitta	nce Id: 414	15068				
٦	Tax ID:					
Tax ID	Type: Sel	ect ID type	,			
eck/Item N	umber:					
Search	Reset					
Search R	esults					
Remittance Id:	Remitter	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:	Remitta Status
1145068	Remitter Name Here	4657	10100.00	10100.00	0.00	Verified

#### A How to Dishonor a Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Dishonor Remittance**".



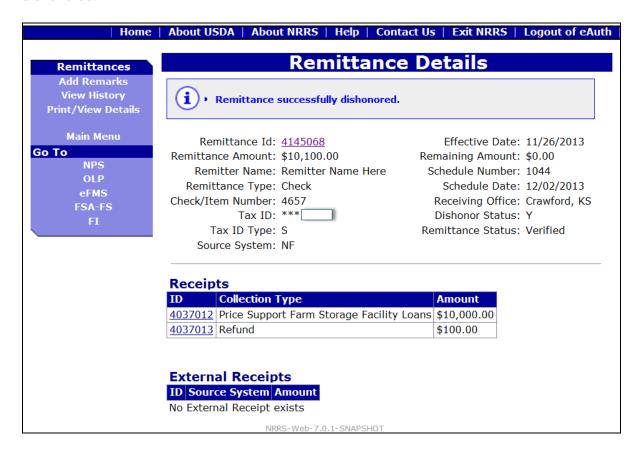
The Confirm Dishonor Remittance Screen will be displayed. CLICK "Submit".



## 5 Remittance and Receipt Modification Process (Continued)

## **A** How to Dishonor a Remittance (Continued)

The Remittance Details Screen will be displayed with the message, "Remittance successfully dishonored."



## 5 Remittance and Receipt Modification Process (Continued)

#### **B** How to Activate a Remittance

The "Manual Schedule of Deposit" option has been removed. All corrections shall be made by activating the schedule of deposit and correcting the error. If a receipt is on a verified schedule of deposit and needs to be corrected, the remittance **must** be activated. Activated means the remittance is available to make corrections.

After a remittance is on a verified schedule of deposit, the remittance **must** be activated and the following functions can be performed by County Office users:

- use the correct verified receipt functionality (subparagraph E)
- change the remittance type to "Check", "Cashiers Check", "Money Order", or "Jointly Issued Check" (subparagraph C).

County Offices shall contact the National Office through their State Office. Contact a National Office user if the employee needs the remittance amount adjusted or a receipt deleted. A National Office user is allowed to adjust a remittance amount after the remittance has been placed in "Active-Verified" status by the owning office.

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "Manage/Search Remittance". The Manage/Search Remittance Screen will be displayed. Enter 1 of the following:

- receipt ID
- remittance ID
- tax ID
- tax ID type (select from the drop-down list)
- check/item number.

# **5** Remittance and Receipt Modification Process (Continued)

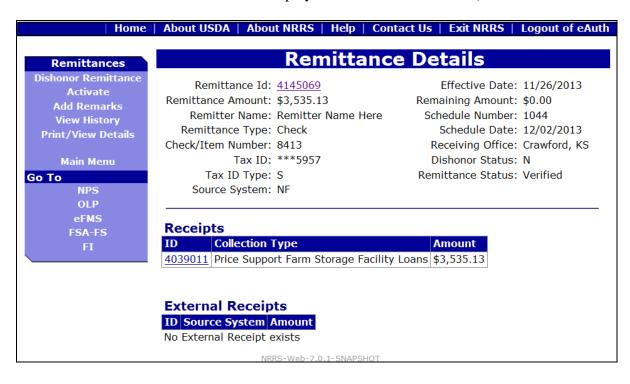
# **B** How to Activate a Remittance (Continued)

In this example, remittance ID "4145069" is entered in the "Remittance Id" field. CLICK "**Search**". The Manage/Search Remittances Screen will be redisplayed with search results. Click applicable "**Remittance Id**" link.

ctive Remittances emittance Remitter Check/Item Remittance Amount:  Receipt ID: Remittance Id: 4145069  Tax ID: Tax ID Type: Select ID type   reck/Item Number:  Search Reset  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance		Home	About USDA	About NRR	S   Help	Cont	act Us   E	xit NR
rescheduled Remittances  emittance Remitter Number Remittance Amount:  Ctive Remittances  emittance Remitter Check/Item Remittance Receipt Remaining Amount:  Ctive Remittances  emittance Remitter Check/Item Remittance Receipt Remaining Amount:  Receipt ID:  Remittance Id: 4145069  Tax ID:  Tax ID Type: Select ID type   reck/Item Number:  Search Reset  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance Remittance Receipt Remaining Remittance Remittance Receipt Remaining Remittance Receipt Remaining Remittance Remittance Receipt Remaining Remittance Rec	-14		· · /Coo	ah Dav				
Ctive Remittance   Remitter   Number   Remittance   Receipt   Remaining   Amount:   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Receipt   Remaining   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   R	M	anag	je/Seai	cn Ker	nicua	nces	5	
Ctive Remittance   Remitter   Number   Remittance   Receipt   Remaining   Amount:   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Remittance   Receipt   Remaining   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   Receipt   Remittance   R								
Receipt ID: Remittance Id: 4145069 Tax ID: Tax ID Type: Select ID type  Reck/Item Number:  Reset  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance Remitta			Check/Item	Remittan	ce Re	ceipt	Remainin	q
Remittance   Remitter   Check/Item   Remittance   Receipt   Remaining   Amount:    Receipt ID:	d: Na	ame:	Numbér	Amount:	Am	ount	Amount:	
Remittance   Remitter   Check/Item   Remittance   Receipt   Remaining   Amount:    Receipt ID:								
Receipt ID: Remittance Id: 4145069 Tax ID: Tax ID Type: Select ID type   Reset  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance				Remittan	ce Re	ceipt	Remainin	q
Receipt ID:  Remittance Id: 4145069  Tax ID:  Tax ID Type: Select ID type   reck/Item Number:  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance	i: Na	ame:	Number	Amount:	Am	ount	Amount:	
Receipt ID:  Remittance Id: 4145069  Tax ID:  Tax ID Type: Select ID type   reck/Item Number:  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance								_
Remittance Id: 4145069  Tax ID:  Tax ID Type: Select ID type   eck/Item Number:  Search Reset  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance	earch							
Tax ID:  Tax ID Type: Select ID type   eck/Item Number:  Search Reset  Search Results  Remittance Remitter Check/Item Remittance Receipt Remaining Remittance	Receipt	ID:						
Tax ID Type: Select ID type   eck/Item Number:  Search Reset  Search Results Remittance Remitter Check/Item Remittance Receipt Remaining Remittance	Remittance	e Id: 414	5069					
Search Results Remittance Remitter Check/Item Remittance Receipt Remaining Remittance	Tax	ID:						
Search Results Remittance Remitter Check/Item Remittance Receipt Remaining Remittan	Tax ID T	ype: Sele	ect ID type •					
Search Results Remittance Remitter Check/Item Remittance Receipt Remaining Remittan	eck/Item Num	ber:						
Remittance Remitter Check/Item Remittance Receipt Remaining Remittane	Search	Reset						
Remittance Remitter Check/Item Remittance Receipt Remaining Remittane	Saarah Bad	lto						
Id: Name: Number Amount: Amount Amount: Status	Remittance		Check/Item Number	Remittance Amount:				
Remitter	4145069 F	Remitter Name						
				NRRS-Web-	7.0.1-SNAP	SHOT		

## **B** How to Activate a Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "Activate".



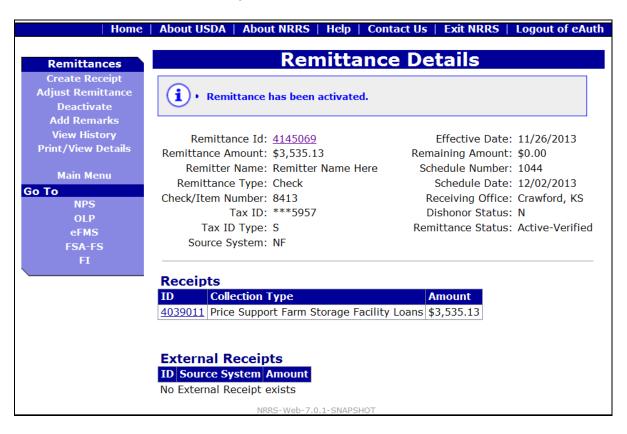
## **B** How to Activate a Remittance (Continued)

The message, "Remittance has been activated.", will be displayed.

The following items can be performed after the remittance has been activated:

- create receipt
- adjust remittance
- deactivate
- add remarks
- view history
- print/view details.

Under "Remittances", CLICK "Adjust Remittance".

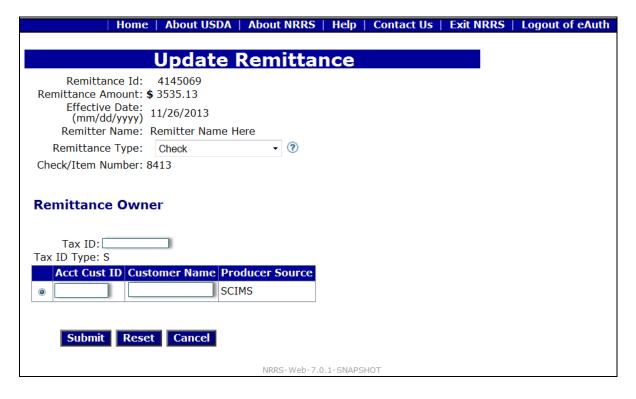


## 5 Remittance and Receipt Modification Process (Continued)

## C Adjust Remittance

The Update Remittance Screen will be displayed. The "Remittance Type" field can be changed. To change the "Remittance Type" field, from the following select the appropriate remittance type from the drop-down list and CLICK "**Submit**":

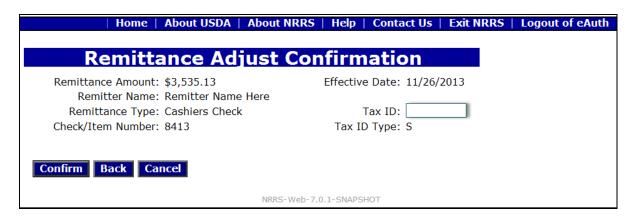
- "Check"
- "Cashiers Check"
- "Money Order"
- "Jointly Issued Check".



## 5 Remittance and Receipt Modification Process (Continued)

## C Adjust Remittance (Continued)

The Remittance Adjust Confirmation Screen will be displayed. In this example, the "Remittance Type" field has been changed from "Check" to "Cashiers Check". CLICK "Confirm".

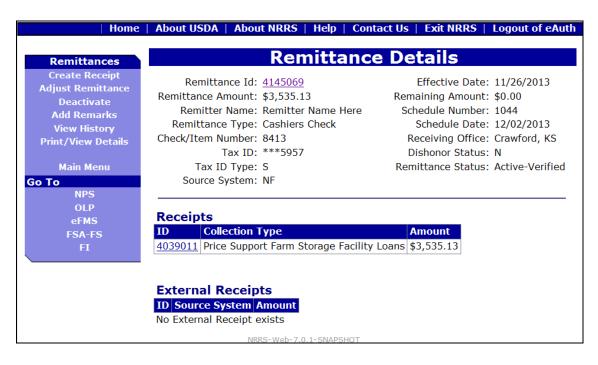


The Remittance Details Screen will be displayed with the message, "Remittance was successfully updated."



#### D How to Deactivate a Remittance

After all required remittance changes have been made, under "Remittances", CLICK "**Deactivate**".



The message, "Remittance has been deactivated.", will be displayed.



# **5** Remittance and Receipt Modification Process (Continued)

# **E** How to Correct a Receipt

From the Manage/Search Remittances Screen, the user can enter required fields as shown in subparagraph B. In this example, "4039012" is entered in the "Receipt ID" field. CLICK "Search".

	Home	About USDA	About NRRS	Help   Cor	ntact Us	Exit NRRS	Logout of eAuth				
	Manag	ge/Sear	<u>ch Remi</u>	<u>ttance</u>	S						
Unscheduled Remittances											
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaini Amount	ng					
200		, and the second	7oure	T.III G.G.I.C							
Active Re	mittance	6									
Remittance	Remitter	Check/Item	Remittance	Receipt	Remaini						
Id:	Name:	Numbér	Amount:	Amount	Amount:						
Search											
Rec	eipt ID: 403	39012									
Remitta	ance Id:		$\equiv$								
	Tax ID:										
Tax I	D Type: Sel	ect ID type ▼									
Check/Item N	Number:	7.									
Search	Docat										
Search	Reset										
			NRRS-Web-7.0.1	1-CNARCHOT							
			NKK5-Web-7.0.	I-SIVAPSHUI							

# **5** Remittance and Receipt Modification Process (Continued)

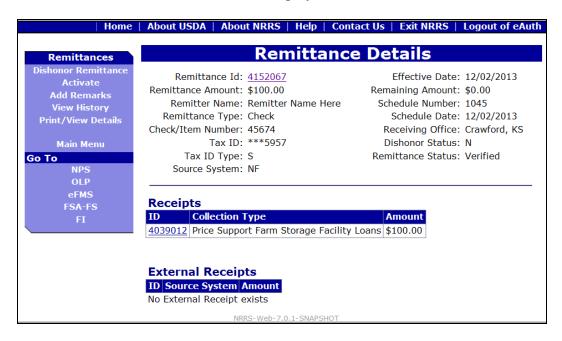
# E How to Correct a Receipt (Continued)

The Manage/Search Remittances Screen will be redisplayed with search results. Under "Search Results", click applicable "**Remittance Id**" link.

	Home	About USDA	About NRR	S   Help	Contact U	s   Exit NR	RRS   Logout of (				
	V	/ C	- L D -								
	Mana	ge/Sear	ch Ker	nittai	ices						
Inschedul			Dist	D	-i D						
Remittance d:	Remitter Name:	Check/Item Number	Remittane Amount:	ce Rec	ount Amo	aining ount:					
Active Rer		S									
Remittance [d:	Remitter Name:	Check/Item Number	Remittane Amount:		eipt Rem ount Amo	naining ount:					
					, and						
Search											
Rece	eipt ID: 403	39012									
Remitta	nce Id:										
-	Гах ID:										
Tax II	Type: Sel	lect ID type ▼									
Check/Item N	umber:										
Search	Reset										
o our cir	Acorde										
Search R				-							
The second secon	Domitto	r   Check/Item	Remittance	Receipt   Amount	Remaining     Amount:	Remittance Status					
Remittance Id:	Name:	Number	Amount:	AIIIOUIIL	AIIIOUIIL.	Julus					

#### E How to Correct a Receipt (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "Activate".



The message, "Remittance has been activated.", will be displayed. CLICK "**Receipts ID**" link.



# **5** Remittance and Receipt Modification Process (Continued)

# F Correct Verified Receipt

The Receipt Details Screen will be displayed. Under "Receipts", CLICK "Correct Verified Receipt".

**Note:** "Manual Schedule of Deposit" is no longer an option.

Home	About USDA	About NRRS   H	elp   Contact	Us   Exit N	IRRS	Logout of eAuth			
			_						
Receipts		Red	ceipt De	tails					
<b>Correct Verified Receipt</b>	Remittance	Information							
Add Remarks View History		e Id: <u>4152067</u>				12/02/2013			
	Remittance Amo		Remaining A						
Main Menu	Remitter Name: Remitter Name Here Schedule Number: 1045								
Go To	Remittance T	ype: Check		Schedul	e Date:	12/02/2013			
NPS	Check/Item Nun	nber: 45674		Receiving	Office:	Crawford, KS			
OLP	Tax	x ID: ***		Dishonor	Status:	N			
eFMS	Tax ID T	ype: S		Remittance	Status:	Active-Verified			
FSA-FS	Source Sys	tem: NF							
FI	·								
	Receipt Information								
	_	ID: 4039012							
	Collection Amou	nt: \$100.00							
		pe: Price Support	Farm Storage F	acility Loans	5				
	•	ID:		,					
	Tax ID Ty	pe: S							
	Customer Nan		_						
			_						
	Affected Receivables								
	<b>Receivable ID:</b>	<b>Amount Applied</b>	Date Applied	<b>Orig Cnty</b>					
	3612018	\$100.00	12/02/2013	037					
		NRRS-Web-7.0.1-9	SNAPSHOT						

# **5** Remittance and Receipt Modification Process (Continued)

# F Correct Verified Receipt (Continued)

The Correct Verified Receipt Screen will be displayed with current information. The "Collection Type", "Tax ID", and "Tax ID Type" fields can be modified.

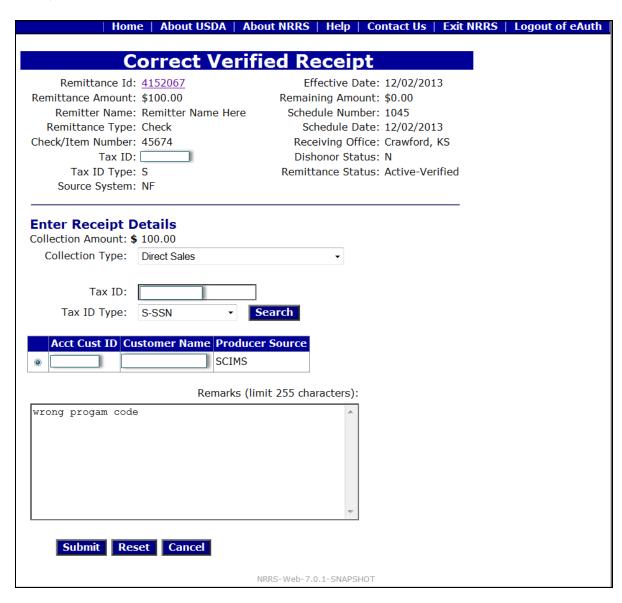
**Note:** Remarks are **required**.

Home	About USDA	About NRRS	Help	Contact Us	Exit NRRS	Logout of eAuth			
Co	rrect Ve	rified Re	eceir	ot					
Remittance Id: 41				ate: 12/02/201	13				
Remittance Amount: \$1				unt: \$0.00	15				
Remitter Name: Re				ber: 1045					
Remittance Type: Check Schedule Date: 12/02/2013									
Check/Item Number: 45				fice: Crawford,					
Tax ID:			onor Sta						
Tax ID Type: S		Remitta	ance Sta	tus: Active-Ve	rified				
Source System: NI	F								
F-4 D D-4									
Enter Receipt Det Collection Amount: \$ 10									
,									
Collection Type: Pr	rice Support Farm S	torage Facility Loai	ns ▼						
Tax ID:									
Tax ID Type: Se	elect ID type •	Search							
	oloot 15 typo								
Acct Cust ID Custo	omer Name Pro	ducer Source							
<ul><li>O</li></ul>	SCI								
	501	.15							
	Remark	s (limit 255 chai	racters).						
	Keman	5 (IIIIIC 233 CHAI	Tuccers).						
			^						
			~						
Submit Reset	Cancel								
		NRRS-Web-7.0	.1-SNAPSI	НОТ					

## 5 Remittance and Receipt Modification Process (Continued)

## F Correct Verified Receipt (Continued)

In this example, the "Collection Type" field changed from "Price Support Farm Storage Facility Loans" to "Direct Sales". Remarks are **required**. After all required changes are made, CLICK "**Submit**".



The Correct Verified Receipt Screen will be redisplayed with the corrected changes. CLICK "Submit".

## 5 Remittance and Receipt Modification Process (Continued)

## F Correct Verified Receipt (Continued)

The Enter Direct Sales Program Information Screen will be displayed. Select the program code and the appropriate State/County from the drop-down lists. CLICK "**Submit**".



The Enter Direct Sales Program Information Screen will be redisplayed for confirmation. CLICK "**Submit**".



# F Correct Verified Receipt (Continued)

The Confirm Direct Sale Screen will be displayed. CLICK "Confirm".

Home   About USDA	About NRRS	Help	Contact Us	Exit NRRS	Logout of eAuth
Confirm	Direct S	ale			
Receipt Details Collection Amount: \$100.00 Responsible Remitter ID: Remitter ID Type: S Collection Type: Direct Sales					
Program Information Program Code: 12FSFLFEES-FARM STORA	AGE FACILITY AF	PPLICAT	ION FEE		
Program Amount: \$100.00  Confirm Back Cancel					
	NRRS-Web-7.0	.1-SNAPS	SHOT		

The Verified Receipt Successfully Corrected Screen will be displayed. CLICK "**Print Receipt**" to print the receipt for records.

Home   About USDA	About NRRS	Help	Contact Us	EXITNERS	Logout of eAuth
Verified Receipt Su	ıccessfu	ıllv (	orrect	ed	
Success. Receipt ID 4039012 was suc					
balances have been adjusted.					
Remittance Information					
Remittance Id: 4152067		Remitt	ance Type: Ch	neck	
Remittance Amount: \$100.00	C	heck/Ite	m Number: 45	674	
Effective Date: 12/02/2013		Sour	ce System: Ni	=	
Remitter Name: Remitter Name	e Here				
Tax ID:					
Tax ID Type: S					
Receipt Details					
Collection Amount: \$100.00					
Borrower ID:					
Borrower ID Type: S					
Collection Type: Direct Sales					
Receipt Date Time: 12/03/2013 10:03					
Receivable Balance Details					
Receivable Balance Betails					
Print Receipt					
	NRRS-Web-7.0	0.1-SNAPS	НОТ		

#### F Correct Verified Receipt (Continued)

The following is an example of a printed receipt.

Print

Receipt ID 4039012 was successfully created.

#### Remittance Information

Remittance Id: 4152067 Remittance Type: Check
Remittance Amount: \$100.00 Check/Item Number: 45674
Effective Date: 12/02/2013 Source System: NF

Remitter Name: Remitter Name Here

Tax ID: \*\*\*\*5957

Tax ID Type: S

## **Receipt Details**

Collection Amount: \$100.00 Borrower ID: \*\*\*\*\*5957

Bollowel ID.

Borrower ID Type: S

Collection Type: Direct Sales Receipt Date Time: 12/03/2013 10:05

#### Receivable Balance Details

.

If this check is dishonored, there may be a \$25 dishonored check fee applicable. Also, late payment interest will accrue on overdue amounts. The late payment interest will be applied on a daily basis. In case of partial payment of overdue amounts, the amount received will be applied first to the accrued late payment interest and then to the overdue amount. The late payment interest will be expressed as a rate of interest that is charged on delinquent debts, in accordance with 7 CFR Part 1403.

#### 5 **Remittance and Receipt Modification Process (Continued)**

#### **G** Deactivate Remittance

When the Welcome to the NRRS Homepage is accessed, the following message warning will be displayed that a remittance is in "Active-Verified" status and **must** be deactivated or the change will **not** be effective.



- No remittances have been received in the previous business day that have not been added to a schedule of deposit.
  There is One remittance that is in the 'Active-Verified' status.

The active remittances will display on the Manage/Search Remittances Screen. These remittances must be closed for the changes to be updated. Under "Active Remittances", click "Remittance Id" link or search by 1 of the following fields:

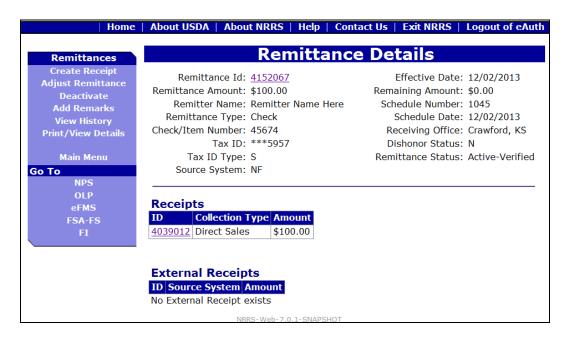
- "Receipt ID"
- "Remittance Id"
- "Tax ID"
- "Tax ID Type"
- "Check/Item Number".

## CLICK "Search".

	Home   A	About USDA   A	About NRRS	Help   Con	itact Us   E	xit NRRS	Logout of eA
	Manag	e/Searc	sh Romit	ttanco	C		
	Mallay	e/Searc	in Kenin	LLance	5		
nschedu	led Remit	tances					
emittance 1:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remainin Amount:	g	
	Numer	Ivanibei	Amound	Amount	Amount		
ctive Re	mittances	•					
emittance 1:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remainin Amount:	g	
152067	Remitter Name Here	45674	\$100.00	\$100.00	\$0.00		
	1101110						
						_	
earch Rec	eipt ID:		$\neg$				
	ance Id: 4152	2067	=				
	Tax ID:	2007	=				
		at ID to a					
	D Type: Sele	ect ID type •	_				
heck/Item N	lumber: [						
Search	Reset						
			NRRS-Web-7.0.1	L-SNAPSHOT			

#### **G** Deactivate Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Deactivate**".

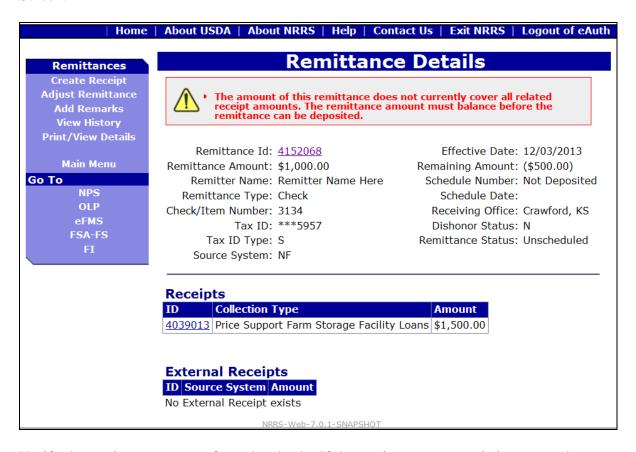


The message, "Remittance has been deactivated.", will be displayed. No further action is needed and the changes to the remittance have been completed.



## **H** Receipt Amount Is More Than the Remittance Amount

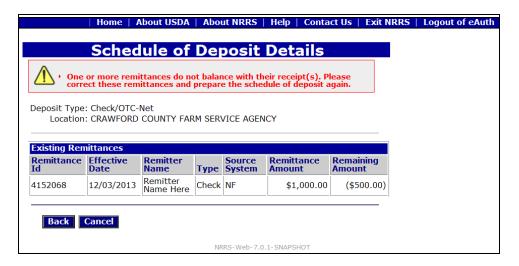
If the receipt amount is greater than the remittance amount, the message, "The amount of this remittance does not currently cover all related receipt amounts. The remittance amount must balance before the remittance can be deposited.", will be displayed on the Remittance Details Screen.



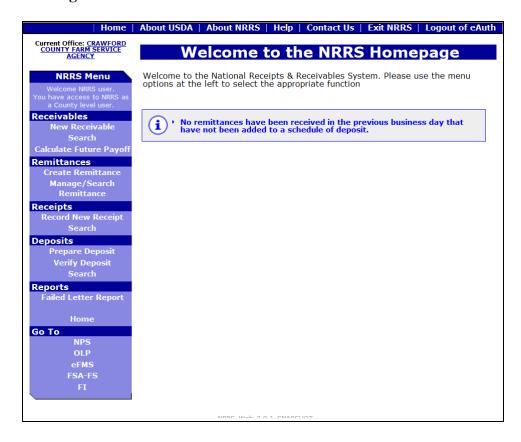
Verify the remittance amount from the check. If the remittance amount is incorrect, then correct the amount. If the remittance amount is correct, adjust the receipt. The schedule of deposits **cannot** be prepared unless the remittance and receipts are in balance.

## **H** Receipt Amount Is More Than the Remittance Amount (Continued)

The message, "One or more remittances do not balance with their receipt(s). Please correct these remittances and prepare the schedule of deposit again.", will be displayed. The remaining amount is negative (\$500). This remittance must be correct to close the schedule. CLICK "Cancel" if the remittance amount is correct.



The Welcome to the NRRS Homepage will be displayed. Under "Remittances", CLICK "Manage/Search Remittance".



# **5** Remittance and Receipt Modification Process (Continued)

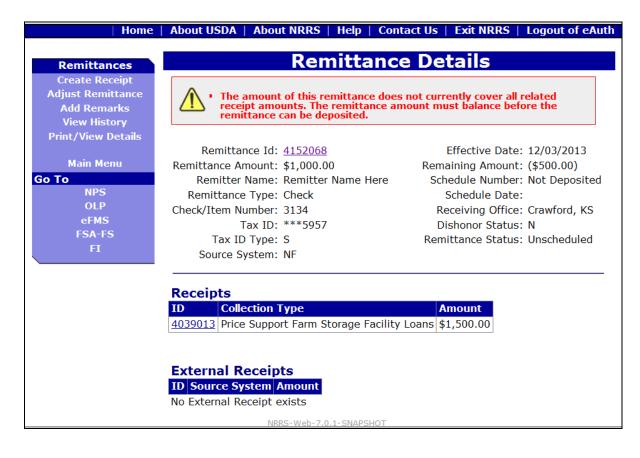
# **H** Receipt Amount Is More Than the Remittance Amount (Continued)

The Manage/Search Remittances Screen will be displayed. Under "Unscheduled Remittances", click applicable "**Remittance Id**" link.

	Home	About USDA	About NRRS	Help   Co	ntact Us	Exit NRRS	Logout of eAuth
	<u>Mana</u>	ge/Sear	<u>ch Remi</u>	ttance	es		
Unschedu	led Rem	ittances					
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remain Amount		
4152068	Remitter Name Her	re 3134	\$1000.00	\$1500.00	\$-500.0	0	
Active Re			D 24	ъ	ъ .		
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remain Amount		
		'	'				
Search							
Rec	eipt ID:						
Remitta	ance Id:						
	Tax ID:						
Tax I	D Type: Se	elect ID type •					
Check/Item N	_	71					
Search	Reset						
			NRRS-Web-7.0	.1-SNAPSHOT			

## **H** Receipt Amount Is More Than the Remittance Amount (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Adjust Remittance**" to correct the remittance amount.



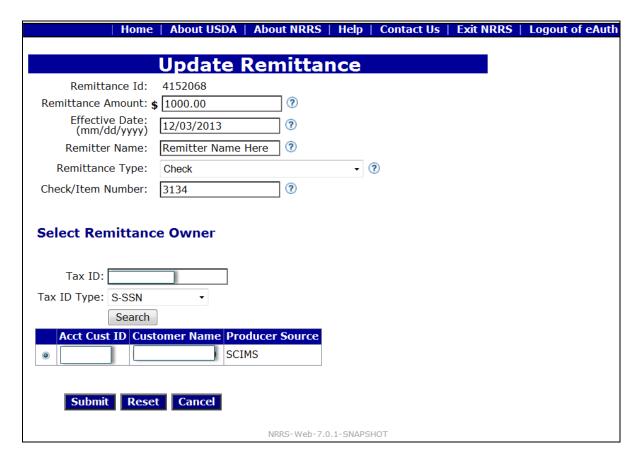
## 5 Remittance and Receipt Modification Process (Continued)

## **H** Receipt Amount Is More Than the Remittance Amount (Continued)

The Update Remittance Screen will be displayed. Correct the remittance amount and CLICK "Submit".

**Notes:** If the remittance is **not** on a schedule of deposit, any field can be updated on the remittance.

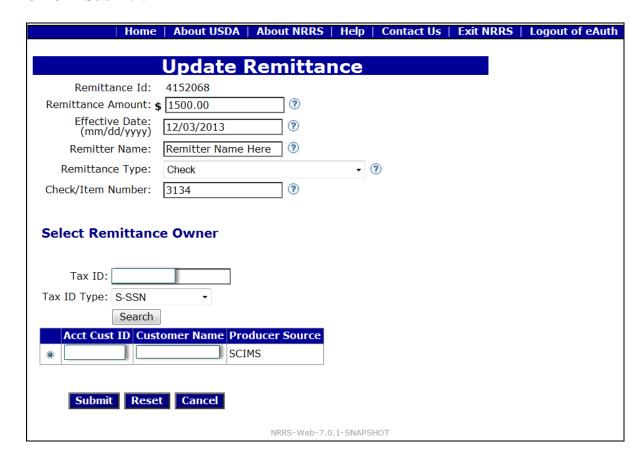
With NRRS, any repayment to FSA can be deposited at any location. If the repayment needs to be applied to a program on System 36, the receiving office shall call the loan originating office to record the repayment. Then the repayment **must** be entered in NRRS under the office who received the collection.



## 5 Remittance and Receipt Modification Process (Continued)

## **H** Receipt Amount Is More Than the Remittance Amount (Continued)

In this example, the remittance amount has been changed from "1000.00" to "1500.00". CLICK "**Submit**".



## **H** Receipt Amount Is More Than the Remittance Amount (Continued)

The Remittance Adjust Confirmation Screen will be displayed. CLICK "Confirm".



The Remittance Details Screen will be displayed. The message, "Remittance was successfully updated.", will be displayed.



# **5** Remittance and Receipt Modification Process (Continued)

## **H** Receipt Amount Is More Than the Remittance Amount (Continued)

Now that the remittance has been corrected and is in balance with the receipt amount, the schedule of deposit can be prepared.

**Note:** The error message is no longer displayed and the schedule of deposit can be prepared.

H	Iome   About US	DA   About NRRS   I	Help   (	Contact Us	Exit NRRS	Logout of eAuth					
	Schedule of Deposit Details  Deposit Type: Check/OTC-Net Location: CRAWFORD COUNTY FARM SERVICE AGENCY										
Location: CR  Existing Remitta		FARM SERVICE AGENC	<b>Y</b>								
Remittance Id	Effective Date	Remitter Name	Type	Source Sys	stem						
4152068	12/03/2013	Remitter Name Here	Check	NF							
Total Depo	Remittances: 1 of Receipts: 1 osit Amount :  Back Cancel										
		NRRS-Web-7.0.1-	SNAPSHO <sup>*</sup>	Г							

# 5 Remittance and Receipt Modification Process (Continued)

## I Receipt Amount Is Less Than Remittance Amount

From the Welcome to the NRRS Homepage (subparagraph H), under "Remittances", CLICK "Manage/Search Remittance". The "Remaining Amount" under "Unscheduled Remittances" is the amount still requiring another receipt or refund to be created.

**Note:** If the remittance and receipts are not in balance when the schedule of deposit is being prepared, the message, "One or more remittances do not balance with their receipt(s). Please correct these remittances and prepare the schedule of deposit again.", will be displayed.

	Home	About USDA 📗	About NRRS	Help   Cont	tact Us   Exit	NRRS   Logout of eA
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	Manag	<u>je/Searc</u>	<u>ch Remi</u>	ttance	S	
Unschedu	led Remit	ttances				
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:	
4152068	Remitter Name Here	3134	\$2000.00	\$1500.00	\$500.00	
_						
Active Re			D 21	ъ	ь	•
Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:	
Search						
Rec	eipt ID:					
Remitta	ance Id:					
	Tax ID:					
Tax I	D Type: Sele	ect ID type 🔻	_			
Check/Item N		ot ib typo	$\neg$			
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